

Plans Examiner

Under the direction of the Building Official, this position reviews residential and/or commercial building plans for compliance with all building codes, to include electrical, mechanical, plumbing, and any other applicable City ordinances.

Reports to:

Building Official

Salary:

Pay Scale 23

Exempt:

Non-exempt

Part-time

Essential Functions:

- Examines construction plans for residential and commercial building plans for accuracy, completeness and conformance to applicable codes, ordinances, and regulations.
- Reviews specifications and calculations and consults with originator when needed to clarify or make corrections as necessary.
- Compose letters addressing code violations and guidance for compliance.
- Responds to questions regarding plans and specifications from property owners, developers, contractors, engineers and architects; interprets codes
- Provide Building Official with notes on plans to assist during inspections and assist by phone when necessary.
- Provide assistance to the public, property owners, contractors, engineers and architects with drawings, calculations and codes.
- Issue permits as necessary.
- Prepare reports for Building Official and City management/City Council as requested.
- Performs other duties as assigned.
- Communicate technical aspects of various areas of plans examination.
- Drafting, understanding and interpreting building, electrical or plumbing and mechanical codes and ordinances, depending on assignment and conveying their meaning to others.
- Ability to read and interpret blueprints and specifications.

Qualification Requirements:

- Ability to communicate, both orally and in writing, technically complex information to City Staff, City Council, vendors, and the general public.
- Knowledge of office administration practices, procedures and personnel management.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Demonstrate excellent public relations and customer service skills.
- Convey a positive professional image by action, communication and appearance.
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation.

- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Make independent judgments that have highly significant impacts on the organization.
- Ability to deal with frequent change, delays or unexpected events.
- Manage emergency situations and use good judgment in determining proper response.
- Communicate effectively in the English language, present ideas and concepts with clarity, and prepare and make effective oral and written presentations
- Meet deadlines and perform multiple tasks under pressure.
- Proficiently use computers and Microsoft Office.
- Exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Attend City Council and other meetings as directed by the City Manager.
- Basic mathematical skills.
- Safety standards applicable to maintenance tasks performed in the department.
- Contribute to team effort by performing other duties as assigned.

Education/Experience Required:

- High School diploma/GED required.
- Preferred Associate’s degree in engineering, architecture, construction management or a related field or equivalent experience.
- Experience in reviewing architectural, electrical, or plumbing/mechanical plans used in building construction.

Other Requirements:

- Valid Texas Class C Driver License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

Preferred Certification:

- First Aid and CPR/AED

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Stressful situations are inherent to this position.
- Flexible hours, including week-ends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer

Employee Name: _____ Date: _____

HR Coordinator: _____ Date: _____